Universal File Format (UFF)

HEADER RECORD FILE

<table>
<tr><td colspan="7"><h2>BMA Certification Universal Header Record</h2></td><td></td></tr>
<tr>
<td>Field

Sequence
Number</td>
<td>Field

Description</td>
<td>Logical

Length</td>
<td>Relative

From</td>
<td>Position

Thru</td>
<td>

Sample Data</td>
<td></td>
</tr>
<tr><td>1</td><td>Copyright Symbol</td><td>7</td><td>1</td><td>7</td><td>(C) USPS</td><td>P,M,B</td></tr>
<tr><td>2</td><td>Filler</td><td>1</td><td>8</td><td>8</td><td></td><td></td></tr>
<tr><td>3</td><td>Test File Creation Year/Month/Day</td><td>8</td><td>9</td><td>16</td><td>1998</td><td>P,M,B</td></tr>
<tr><td>4</td><td>Filler</td><td>1</td><td>17</td><td>17</td><td></td><td></td></tr>
<tr><td>5</td><td>AMS II Epoch (YYMM)</td><td>4</td><td>18</td><td>21</td><td>0309</td><td>P,M,B</td></tr>
<tr><td>6</td><td>Filler</td><td>1</td><td>22</td><td>22</td><td></td><td></td></tr>
<tr><td>7</td><td>Total Number of Records in Deck</td><td>7</td><td>23</td><td>29</td><td>32477</td><td>P,M,B</td></tr>
<tr><td>8</td><td>Filler</td><td>10</td><td>30</td><td>39</td><td></td><td></td></tr>
<tr><td>9</td><td>I.D. Key (Standard Testing Set)</td><td>3</td><td>40</td><td>42</td><td>AB_</td><td>P,M,B</td></tr>
<tr><td>10</td><td>I.D. Key (Cycle/Test Number)</td><td>4</td><td>43</td><td>46</td><td>F104</td><td>P,M,B</td></tr>
<tr><td>11</td><td>Filler</td><td>1</td><td>47</td><td>47</td><td></td><td></td></tr>
<tr><td>12</td><td>Test File Creation Time</td><td>11</td><td>48</td><td>58</td><td>11:27:13.13</td><td>P,M,B</td></tr>
<tr><td>13</td><td>Filler</td><td>3</td><td>59</td><td>61</td><td></td><td></td></tr>
<tr><td>14</td><td>Entry State and County Number</td><td>5</td><td>62</td><td>66</td><td>TN055</td><td>P</td></tr>
<tr><td>15</td><td>Filler</td><td>1</td><td>67</td><td>67</td><td></td><td></td></tr>
<tr><td>16</td><td>Piece Weight (99v9999)</td><td>6</td><td>68</td><td>73</td><td>006250</td><td>P</td></tr>
<tr><td>17</td><td>Filler</td><td>1</td><td>74</td><td>74</td><td></td><td></td></tr>
<tr><td>18</td><td>Piece Length(999v9999)</td><td>7</td><td>75</td><td>81</td><td>0103750</td><td>P</td></tr>
<tr><td>19</td><td>Filler</td><td>1</td><td>82</td><td>82</td><td></td><td></td></tr>
<tr><td>20</td><td>Piece Height(99v9999)</td><td>6</td><td>83</td><td>88</td><td>061875</td><td>P</td></tr>
<tr><td>21</td><td>Filler</td><td>1</td><td>89</td><td>89</td><td></td><td></td></tr>
<tr><td>22</td><td>Piece Thickness (99V9999)</td><td>6</td><td>90</td><td>95</td><td>000425</td><td>P</td></tr>
<tr><td>23</td><td>Filler</td><td>1</td><td>96</td><td>96</td><td></td><td></td></tr>
<tr><td>24</td><td>Default Entry Point Zip Code</td><td>5</td><td>97</td><td>101</td><td>44104</td><td>P,M,B</td></tr>
<tr><td>25</td><td>Filler</td><td>35</td><td>102</td><td>136</td><td></td><td></td></tr>
<tr><td>26</td><td>Year/Month/Day Developer Processed File</td><td>8</td><td>137</td><td>144</td><td>1998039 (yyyymmdd)</td><td>P,M,B</td></tr>
<tr><td>27</td><td>Filler</td><td>1</td><td>145</td><td>145</td><td></td><td></td></tr>
<tr><td>28</td><td>Advertising Percentage (99V99)</td><td>4</td><td>146</td><td>149</td><td>7125</td><td>P</td></tr>
<tr><td>29</td><td>Filler</td><td>1</td><td>150</td><td>150</td><td></td><td></td></tr>
<tr><td>30</td><td>Container Compression Factor (9v999)</td><td>4</td><td>151</td><td>154</td><td>1055</td><td>P,B</td></tr>
<tr><td>31</td><td>Filler</td><td>1</td><td>155</td><td>155</td><td></td><td></td></tr>
<tr><td>32</td><td>AMSII Epoch Used to Process File (YYMM)</td><td>4</td><td>156</td><td>159</td><td>0309</td><td>P,M,B</td></tr>
<tr><td>33</td><td>Filler</td><td>4</td><td>160</td><td>163</td><td></td><td></td></tr>
<tr><td>34</td><td>Tray Minimum (9v999)</td><td>4</td><td>164</td><td>167</td><td>0855=85.5%;
1000=100%</td><td>P,B</td></tr>
<tr><td>35</td><td>Filler</td><td>1</td><td>168</td><td>168</td><td></td><td></td></tr>
<tr><td>36</td><td>Zone Chart Matrix Date</td><td>8</td><td>169</td><td>176</td><td>03062004 (mmddyyyy)</td><td></td></tr>
<tr><td>37</td><td>Filler</td><td>315</td><td>177</td><td>491</td><td></td><td></td></tr>
<tr><td>38</td><td>Presorted Sequence Number</td><td>7</td><td>492</td><td>498</td><td>0000000</td><td>P,M,B</td></tr>
<tr><td>39</td><td>Carriage Return/Line Feed</td><td>2</td><td>499</td><td>500</td><td></td><td></td></tr>
</table>

Data Element Definitions: Header Record – Provided by BMA CERTIFICATION

Copyright Header Record - The first record in each presort scenario file is a copyright record. The BMA Certification Department, upon file creation, supplies fields 1 through 25. If Gold certification for a product is desired, the developer populates fields 26 through 41 before the electronic test file is returned to the NCSC.

This file should be returned in the order in which the software has presorted it.

The Copyright Header Record **must** be returned as the first record in the file or the electronic grading module will not be able to grade the file successfully. Send only the electronic file(s) and a copy of the **test** Cover Sheet or the Job Setup Parameter report (see page 16-17). The BMA CERTIFICATION Department will alert the developer if additional hard copy documentation for an electronic file submission is necessary or required.

Note: The appended test files must be named as specified in the "Naming of Files" section of this technical guide, (see page 8).

If the developer is attempting Standard certification for a product, the test file is processed and all applicable hard copy facsimiles, reports, and documentation are sent to the NCSC (see "Required Hard Copy Output," page 15). The record's components are illustrated on Page 23.

Data Element Definitions: Header Record - Provided by Developer

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FIELD 26 - YEAR, MONTH, AND DAY DEVELOPER PROCESSED FILE -This field contains the latest date that you processed the test with your software.

> **COBOL Picture:** 9(08) — Year 9(04), Month 9(02), Day 9(02)
> **Possible Values:** Numeric, right justified
> **Examples:** 19970823   19971225   19980624
> **Comments:** The format of this field will be a 4-digit year, followed by a 2-digit month, followed by a 2-digit day (i.e., YYYYMMDD).

FIELD 28 - ADVERTISING PERCENTAGE -This field contains the percentage of advertising in each piece. (**Periodicals only. For all other classes, leave blank.)**

> **COBOL Picture:** 99v99
> **Possible Values:** Numeric, right justified
> **Examples:** 0650 1023 0000
> **Comments:** The first two digits of this field represent whole percentage points, and the last two represent decimals of a percent. The field will contain the applicable value for the particular presort test scenario that you are processing. The advertising percentage is shown in the Parameter Box for that specific test file.

FIELD 30 **- CONTAINER COMPRESSION FACTOR -**The Container Compression Factor field contains a compression factor that may be used to override the computed number of pieces per container. If you use a compression factor of 1.07, then you will be permitted to "overfill" a container's volume up to 7 percent over the uncompressed volume. The lowest compression factor allowed is 1.00 (no compression) and the highest is 1.10 (10 percent compression).

> **COBOL Picture:** 9v999
> **Possible Values:** Numeric in the range of 1000 to 1100
> **Examples:**   1000   1052   1077   1100
> **Comments:** The first digit in this field is the integer of the compression factor, and the last three are the decimal portion of the value. The rules governing the minimum number of pieces that must be in a container do not apply to this field.

FIELD 32 **- AMS II EPOCH USED TO PROCESS FILE** -This field is used to show the epoch (or date) of the City State Product, Delivery Statistics Product, and Module L Labeling List files used to process this file, which allows us to grade your results using the same files used to process the test. In this manner, we can prevent false errors that could occur due to differences in files. The BMA Certification Department will provide a "Freeze" file posted with the test file sets at RIBBS with all applicable data to be used for the purpose of testing only. Only the date of the "Freeze" file data provided by **BMA Certification** will be accepted in this instance.

> **COBOL Picture:** 9(04).
> **Possible Values:** Numeric (0001–9912)
> **Examples:**   9803   9912   0309
> **Comments:** This field must be formatted YYMM, i.e., the first two digits must be the year and the second two must be the release month of the provided "Freeze" file that includes the City/State Product, Delivery Statistics Product, Module L Labeling List Files, and Module M CIN table. In the example above, 0309 represents September, 2003.

FIELD 34 **- TRAY MINIMUM –** This field reflects the tray volume percentage, expressed in decimals, used to establish the minimum volume of a "full" tray.

> **COBOL Picture:** (9v999)
> **Possible Values:** 0750 thru 1000
> **Examples:**   0820 = 0.82 (82%); 0855 = 0.855 (85.5%); 1000 = 1.000 (100%)
> **Comments:**

FIELD 36 – ZONE CHART MATRIX DATE - This field is used to reflect the date of the USPS Zone Chart Matrix product when used by the developer to assign zones. Although subscription to the Zone Chart Matrix product is not mandatory, this field must be populated if the developer is seeking Level 1 ZAP approval by submission of files utilizing the Universal File Format (UFF).

> **COBOL Picture:** 9(08)
> **Possible Values:**
> **Examples:** 06152001   04012002
> **Comments:** This field is formatted MMDDYYYY and would reflect the same value found in the first record of the Zone Chart Matrix file, positions 1 thru 8.

FIELD 38 - PRESORTED SEQUENCE NUMBER - This field consists of a simple sequence number that is applied to the field after it has been presorted. The BMA Certification Department will refer to these line numbers when discussing electronic grading results with developers. For the header record, this field should always reflect 0000000.

> **COBOL Picture:** 9(07)
> **Possible Values:** Numeric
> **Examples:**   0027116   0001411
> **Comments:**